

Retention and Classification Report

Agency: Governor's Office of Economic Development. Centers of Excellence (1832)
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Salt Lake City, UT 84111
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Records Officer

14895	Centers of Excellence Program Advisory Council minutes
14898	Centers of Excellence Program annual reports
14888	Centers of Excellence Program contract case files
14896	Centers of Excellence Program executive correspondence
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AGENCY: Governor's Office of Economic Development. Centers of Excellence

SERIES: 14895

3

TITLE: Centers of Excellence Program Advisory Council minutes

DATES: 1987-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

These are minutes, agenda, executive summaries of proposed projects, and any other related documents or supporting material associated with the advisory council. They indicate the history of the program and the achievements and decisions of the advisory council. Information includes names of persons present, meeting dates, items considered, conclusions reached, and projects approved or disapproved.

RETENTION:

Retain 5 years.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

AUTHORIZED: 03/17/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years and then transfer to State Archives with authority to weed.

APPRAISAL:

AGENCY: Governor's Office of Economic Development. Centers of Excellence

SERIES: 14895

TITLE: Centers of Excellence Program Advisory Council minutes

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Governor's Office of Economic Development. Centers of Excellence

SERIES: 14898

3

TITLE: Centers of Excellence Program annual reports

DATES: 1987-

ARRANGEMENT: Chronological by date.

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These reports are filed annually with the State Legislature, and are created due to legislative mandate. Information includes a summary of active and discontinued centers' activities during the preceding year, spin-off companies formed from the centers, and economic impact for the state in jobs and income from the Centers of Excellence Program.

RETENTION:

Retain 5 years.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 25.

AUTHORIZED: 05/10/1995

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Historical

These records have historical value as annual reports created by the agency to document agency administration, activities, programs, and achievements during the year. Records may include pamphlets, leaflets, statistical reports, outcome reports, and

AGENCY: Governor's Office of Economic Development. Centers of Excellence

SERIES: 14898

TITLE: Centers of Excellence Program annual reports

(continued)

other documents for the agency's assessment reporting requirements.

PRIMARY CLASSIFICATION:

Public

AGENCY: Governor's Office of Economic Development. Centers of Excellence

SERIES: 14888

3

TITLE: Centers of Excellence Program contract case files

DATES: 1989-

ARRANGEMENT: Alphabetical by center or university name

ANNUAL ACCUMULATION: 1.50 cubic feet.

DESCRIPTION:

These are project proposals, contracts, contract amendments, budget summaries, invoices, correspondence, and audit-related documents. They document the progress of individuals receiving funds from the Centers of Excellence Program and record the contractual obligations of the Department of Community and Economic Development (DCED) and the Centers of Excellence. Information includes name and address of center; terms of funding agreement; expiration dates; amounts paid by DCED; detail of expenditures by center; project goals and criteria for evaluation; evaluation of compliance with goals; matching funds received by the contractor from non-DCED sources; a summary of the proposed project; budget estimates to engage in and complete the project; any supporting material offered by the private entity; dates of reports; report periods; and summaries of any technical progress on the project.

RETENTION:

Retain 6 years after expiration of contract.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 13, Item 5.

AUTHORIZED: 12/28/2000

FORMAT MANAGEMENT:

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Paper: Retain in Office for 6 years after expiration of contract

AGENCY: Governor's Office of Economic Development. Centers of Excellence

SERIES: 14888

TITLE: Centers of Excellence Program contract case files

(continued)

and then destroy.

APPRAISAL:

Legal

This disposition is based on UCA 78-12-23 (1999), which says actions may not be brought six years after contract expiration.

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Protected. UCA 63G-2-305(1),(2),(8)(2008).

AGENCY: Governor's Office of Economic Development. Centers of Excellence

SERIES: 14896

3

TITLE: Centers of Excellence Program executive correspondence

DATES: 1987-

ARRANGEMENT: Alphabetical by subject or correspondent name

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

This is the correspondence of the director of the Centers of Excellence Program. It is maintained to preserve a documentary history of the activities of the director and the program in Utah.

RETENTION:

Retain 5 years.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 61.

AUTHORIZED: 03/27/2015

FORMAT MANAGEMENT:

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Paper: Retain in Office for 5 years and then transfer to State Archives with authority to weed.

APPRAISAL:

AGENCY: Governor's Office of Economic Development. Centers of Excellence

SERIES: 14896

TITLE: Centers of Excellence Program executive correspondence

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Governor's Office of Economic Development. Centers of Excellence

SERIES: 14891

3

TITLE: Centers of Excellence Program publications

DATES: 1987-

ARRANGEMENT: Alphabetical by center name

ANNUAL ACCUMULATION:

DESCRIPTION:

These one-page brochures are prepared as informational resources for the public about the Centers of Excellence Program and the individual centers. Each center has a brochure which lists the mission of the center, location, summary of research, and the name of a contact person.

RETENTION:

Retain until published.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 25.

AUTHORIZED: 05/09/1995

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until published and then transfer to State Archives with authority to weed.

APPRAISAL:

AGENCY: Governor's Office of Economic Development. Centers of Excellence

SERIES: 14891

TITLE: Centers of Excellence Program publications

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Governor's Office of Economic Development. Centers of Excellence

SERIES: 14889

3

TITLE: Centers of Excellence Program rejected proposal files

DATES: 1989-

ARRANGEMENT: Alphabetical by center or university name

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

Rejected or withdrawn grant applications, memoranda, correspondence, and other records relating to the decision to reject the grant proposal.

RETENTION:

Retain 3 years after rejection or withdrawal.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 2, Item 9.

AUTHORIZED: 05/28/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years after rejection or withdrawal and then destroy.

APPRAISAL:

Administrative

AGENCY: Governor's Office of Economic Development. Centers of Excellence

SERIES: 14889

TITLE: Centers of Excellence Program rejected proposal files

(continued)

PRIMARY CLASSIFICATION:

Protected UCA 63G-2-305(1) & (2)(2008)

AGENCY: Governor's Office of Economic Development. Centers of Excellence

SERIES: 14886

3

TITLE: Centers of Excellence Program semi-annual reports

DATES: 1987-

ARRANGEMENT: Chronological, thereunder alphabetical by center name

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

These reports are filed by the centers of excellence and document the progress of the centers of excellence. Information includes the center name, report date, report period, summary of expenditures, and a summary of any technical progress on the project.

RETENTION:

Retain 5 years.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 25.

AUTHORIZED: 05/08/1995

FORMAT MANAGEMENT:

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Paper: Retain in Office for 5 years and then transfer to State Archives with authority to weed.

APPRAISAL:

AGENCY: Governor's Office of Economic Development. Centers of Excellence

SERIES: 14886

TITLE: Centers of Excellence Program semi-annual reports

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Governor's Office of Economic Development. Centers of Excellence

SERIES: 14887

3

TITLE: Employee travel files

DATES: 1989-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

Correspondence, forms, and related records pertaining to agency travel and transportation functions.

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 7, Item 45.

AUTHORIZED: 05/08/1995

FORMAT MANAGEMENT:

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Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

PRIMARY CLASSIFICATION:

Public

AGENCY: Governor's Office of Economic Development. Centers of Excellence

SERIES: 14887

TITLE: Employee travel files

(continued)

SECONDARY CLASSIFICATION(S):

Private. UCA 63G-2-302 (1)(e) (2008)

AGENCY: Governor's Office of Economic Development. Centers of Excellence

SERIES: 14897

3

TITLE: Monthly activity reports

DATES: 1991-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These monthly activity reports are prepared for the Division of Business and Economic Development to facilitate their oversight of Technology Development. Information includes summaries of the activities of Technology Development employees, their projects, and their accomplishments.

RETENTION:

Retain 1 year.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 48.

AUTHORIZED: 10/12/2001

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then destroy.

APPRAISAL:

Historical

This disposition is based on the evidential value of this information for researchers interested in the activities of the division.

AGENCY: Governor's Office of Economic Development. Centers of Excellence

SERIES: 14897

TITLE: Monthly activity reports

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Governor's Office of Economic Development. Centers of Excellence

SERIES: 14899

3

TITLE: Technology Alliance Program executive correspondence

DATES: 1989-

ARRANGEMENT: Alphabetical by subject

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

This correspondence of the director of the Technology Alliance Program is maintained to preserve a documentary history of the activities of the director and the program in Utah.

RETENTION:

Retain 5 years.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 61.

AUTHORIZED: 03/27/2015

FORMAT MANAGEMENT:

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Paper: Retain in Office for 5 years and then transfer to State Archives with authority to weed.

APPRAISAL:

AGENCY: Governor's Office of Economic Development. Centers of Excellence

SERIES: 14899

TITLE: Technology Alliance Program executive correspondence

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Governor's Office of Economic Development. Centers of Excellence

SERIES: 14571

3

TITLE: Technology Alliance Program requests for proposal

DATES: 1989-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

These records are solicited and unsolicited unsuccessful bids and proposals to provide products or services to an agency by a private contractor.

RETENTION:

Retain 2 years after contract expires.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 13, Item 16.

AUTHORIZED: 02/07/1995

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years after contract expires or until proposal is rejected and then destroy.

APPRAISAL:

Administrative

AGENCY: Governor's Office of Economic Development. Centers of Excellence

SERIES: 14571

TITLE: Technology Alliance Program requests for proposal

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Governor's Office of Economic Development. Centers of Excellence

SERIES: 14892

3

TITLE: Telephone bills

DATES: 1987-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.30 cubic feet.

DESCRIPTION:

Bills which document calls made from state offices and state cellular phones. Bills also include the number called and the length, time, and date of phone call.

RETENTION:

Retain 3 year.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 7, Item 43.

AUTHORIZED: 05/09/1995

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper copy: Retain in Office for 3 years and then destroy.

APPRAISAL:

PRIMARY CLASSIFICATION:

Public